



CITY OF AKRON, OHIO
POLICE DIVISION
AUGUSTUS A. HALL, CHIEF OF POLICE

NUMBER P-2010-029	EFFECTIVE DATE May 19, 2010	RESCINDS P-2007-029 Issued 1-10-07
SUBJECT Radio and Communications Procedure		ISSUING AUTHORITY Chief Augustus A. Hall

I. POLICY

For the safety of the members of the Akron Police Department and in accordance with Federal Communications Commission regulations, members will maintain proper radio discipline by adhering to all rules, regulations and procedures concerning the use of the radio communications system.

II. PROCEDURE

A. RADIO DISCIPLINE

1. All radio positions will be used to conduct official police business only.
2. When practical and appropriate, all lengthy messages shall be given by telephone, Mobile Data Terminal (MDT), or nonprimary channels.
3. Personnel are prohibited from using bantering, sarcastic, derogatory, inflammatory remarks while operating a police radio. Unnecessary voice inflections or profane speech are prohibited when operating a police radio.

B. COMMUNICATION SECURITY

1. Unencrypted police radio positions are not secure because the public has access to these frequencies.
2. Encrypted channels can be scanned with the proper equipment.
3. Computerized Criminal History (CCH) information shall not be transmitted by radio except in emergency situations.

C. OFFICER'S RESPONSIBILITIES

1. Units shall respond to the initial transmission from the dispatcher with their unit number and location.

2. Acknowledgment of a call for service shall be made by the assigned unit repeating the location of the call.
3. Upon the arrival at the scene of any call, the unit shall notify the dispatcher. This notification can be through radio communication or by pressing the appropriate MDT function key.
4. Upon completion of a call, the responding unit shall provide the dispatcher with a disposition. No unit shall leave the location of a call for service without clearing the call or notifying the dispatcher of their change in location.
5. Releasing the identifying information of a caller is left to the discretion of the officer.

D. SUPERVISOR'S RESPONSIBILITIES

1. Police field supervisors shall be held accountable for monitoring communications originating from the field officers.
2. The supervisor approving or overseeing a special detail shall ensure that Safety Communications is notified.
3. Field supervisors may be responsible for monitoring waiting calls for service if Safety Communications is operating without a police sergeant on duty.

E. SAFETY COMMUNICATIONS' RESPONSIBILITIES

1. All calls for service shall be dispatched based on priority.
2. Urgent calls shall be broadcast on all channels.
3. Safety Communications police supervisors shall be held accountable for monitoring the communications that originate from the Safety Communications Center.

F. GENERAL RADIO USAGE

1. Officers shall maintain radio communications at all times during their tour of duty unless otherwise directed. Officers who are going to be off the primary dispatch channel for an extended period of time are to notify the dispatcher.
2. All radio transmissions shall be brief and precise, using radio signals whenever possible.
3. All MDT transmissions shall be treated like any other radio communication. MDT messages are recorded and subject to the same rules that apply to a voice radio transmission.

4. Personal telephone numbers should be transmitted by telephone or MDT.
5. When emergency radio traffic is declared all other personnel shall cease non-emergency transmissions until a notification is made to return to normal radio traffic.
6. Officers and employees shall report faulty radio equipment to their immediate supervisor. The immediate supervisor will then notify the Services Subdivision of the faulty radio equipment.
7. Spare radios used for any single tour of duty shall be obtained from Safety Communications and must be returned at the end of the tour of duty. Officers needing a spare radio for an extended period of time will obtain one through the Services Subdivision.
8. No officer shall work any police secondary employment without being equipped with a hand held radio.
9. Requests for copies of radio or telephone transmissions will be made to the Police Record Room on the approved form.

By Order Of,



Augustus A. Hall
Chief of Police

Date 3-23-10

AKRON POLICE RADIO SIGNALS

1. Personal	24. In Court
2. Meet a Party	25. Radio Check
3. Lunch	26. Misdemeanor Warrant
4. Drunk	27. Felony Warrant
5. Emergency Radio Traffic	28. Call Home
6. Robbery	29. Out of Service
7. Burglary	30. Suicide
8. Accident	31. Location
9. Suspicious Person	32. Need EMS
10. Fight	33. Shooting
11. Tampering w/Motor Vehicle	34. Stabbing
12. Make a Report	35. Tow Truck
13. Prisoner	36. Wagon
14. Traffic Complaint	37. Alarm
15. Juvenile	38. Shoplifter
16. Animal Complaint	39. Traffic Stop
17. Make Phone Call	40. Special Detail
18. Come to Station	41. Fighter
19. Bomb Threat	42. Non-Emergency Request for Back-Up
20. Fire	43. Mental Case
21. OFFICER NEEDS HELP	44. Confidential Information
22. Fatality	99. Do You Need Help?
23. In Service - Available	100. SWAT Situation or Call Up

**PHONETIC ALPHABET FOR
RADIO COMMUNICATION**

A	Akron	N	Nora
B	Boy	O	Ocean
C	Charles	P	Paul
D	David	Q	Queen
E	Edward	R	Robert
F	Frank	S	Sam
G	George	T	Tom
H	Henry	U	Union
I	Ida	V	Victor
J	John	W	William
K	King	X	X-ray
L	Lincoln	Y	Young
M	Mary	Z	Zebra